

# December 2005

*DOE/EH Training Calendar - Click on course for details*

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Updated on 12/16/2005

# April 2006

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Title	Short Desc.	Type	Primary Delivery Method	Hours	Cost
Adult 1st Aid CPR/AED Training	CPR/AED	Environmental, Safety,& Health	Instructor Led	8.0	0
<b>Course Owner:</b>			<b>Continuing Education Units:</b>		
Management,Budget & Evaluation			0		
<b>Course Description:</b>					
First Aid - Emergency treatment administered to injured victims or sick people before the paramedics arrive. Cardiopulmonary Resuscitation (CPR) - an emergency life-saving technique. Artificial respirations and chest compressions are used to restart the heart and lungs. Automated External Defibrillator (AED)- An Aed is a device about the size of a laptop computer that analyzes the heart's rhythm for any abnormalities and, if necessary, directs the rescuer to deliver an electrical shock to the victim. This shock, called defibrillation, may help the heart to reestablish an effective rhythm of its own.					
<b>Course Objective:</b>					
This class is to train and certify DOE Headquarters personnel in the proper procedure to administer Adult Basic First Aid, CPR and how to use an AED in the of a medical emergency. Individuals who take this class will support life saving activities for DOE Headquarters staff.					
<b>Course Audience:</b>					
All DOE Headquarters personnel					
<b>Course Notes:</b>					
For more information please contact Vincent Brooks at ext. 6-1005					

Adult First Aid, CPR, and AED Training (Forrestal)			(Course #001322)
Session #0024	December 6, 2005	8:30 am - 4:00 pm	FORS/Rm GH-019
Session #0025	December 8, 2005	8:30 am - 4:00 pm	FORS/Rm GH-019
Session #0028	January 10, 2006	8:30 am - 4:00 pm	FORS/Rm GH-019
Session #0029	January 12, 2006	8:30 am - 4:00 pm	FORS/Rm GH-019

Adult First Aid, CPR, and AED Training (Germantown)			(Course #001322)
Session #0026	December 13, 2005	8:30 am - 4:00 pm	GTN/Rm A-410
Session #0027	December 15, 2005	8:30 am - 4:00 pm	GTN/Rm A-410
Session #0030	January 24, 2006	8:30 am - 4:00 pm	GTNRm/E-401
Session #0031	January 26, 2006	8:30 am - 4:00 pm	GTNRm/E-401

The purpose of the class is to train individuals to respond in emergency situations and to assist persons who are injured.

**Please register through the DOE CHRIS Workflow system. Class size is limited to 10 people.**

If you have questions about the course, please contact the HQ Safety and Occupational Health Office on 6-1005 or e-mail [HQ Safety and Health](#).

**OFFICE OF HUMAN CAPITAL MANAGEMENT  
INNOVATIONS AND SOLUTIONS ME-52  
(Office of Training)**

**PROFESSIONAL SKILLS AND TECHNICAL TRAINING PROGRAM  
FY-2005 TRAINING SCHEDULE**

Attached is the Professional Skills Training Program Schedule which includes courses for the Project Management Career Development Program (PMCDP). A complete list of courses can be requested via site training coordinators.

**REGISTRATION:** Please initiate your training request through CHRIS Workflow or contact your Training Coordinator for assistance. **The Office of Human Capital Management Innovations and Solutions (ME-52) will assess the course fee directly through each organization's Working Capital Fund account for each individual who registers to attend a course session. All cancellations and substitutions must be made in CHRIS registration two weeks prior to the course start date to avoid organizations being charged. Substitutes are welcome. However, they must be coordinated through ME-52 prior to the course session.** Please contact your Training Coordinator for further assistance.

**POINTS OF CONTACT:** For additional information, not available in this schedule, please contact the appropriate individual below:

**Program Registration, logistics and schedule information:**

Dee Campos	(202) 586-9543
Steven Head	(202) 586-9512

**Program Staff:**

Jackie Battle	(202) 586-9547
Evelyn Coleman	(202) 586-9519
Karyn Collins	(202) 586-9545
Sherdona Fryer –PMCDP	(202) 586-9530
Jeanne Williams	(202) 586-9549

**Course Development and Customization:**

Cheri Dent	(202) 586-9556
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### GPRA PERFORMANCE MANAGEMENT WORKSHOP

This workshop is designed to help program and office managers develop their performance metrics and to provide an overview of DOE (GPRA) performance management. The workshop is presented in a 1-day format with a “hands-on” component for program and office managers, analysts, and support staff with a direct role in the development and monitoring of performance measures.

**OBJECTIVE:** To assist programs and office managers in improving their current performance metrics; identify the characteristics of effective performance metrics; and understand the basic DOE terminology associated with performance management, the importance of trending metrics, and the flow of metrics from the Strategic Plan to the SES Performance Appraisals.

**TARGET AUDIENCE:** *Departmental personnel with a role in the development and monitoring of programmatic performance measures and GPRA compliance.*

March 15, 2005 June 14, 2005 September 20, 2005 December 6, 2005	001210	0003 0004 0005 0006	Forrestal Bldg., Room GH-035 Forrestal Bldg., Room GH-035 Location TBD Location TBD	David Abercrombie (ME-20) 202-586-8664	NC
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### EXECUTIVE COMMUNICATION SKILLS

This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 4 certification, but it may apply to other project directors who interact with other government agencies, Congress, the media, or the general public. Featuring filmed exercises and simulated media events, this 3-day highly interactive course addresses:

- Championing projects to OMB, Congressional leaders, and DOE senior managers
- Communicating DOE concerns and plans with Congressional offices
- Delivering Congressional hearing testimony and responding to specific Congressional queries
- Giving television interviews that result in newspaper articles
- Witnessing television interviews and public articles printed from the participants' interviews
- Understanding Congressional organization, leadership structures, and appropriations processes

**REQUIREMENT:** To earn course credit, participants must attend all sessions and complete all course assignments, including successful completion of course exam.

**TARGET AUDIENCE:** *Level 4 federal project directors, prospective project directors, and IPT members. Attendees at this course should have a minimum of nine years of experience in project management and should currently work in a project or program management position on a project with a total project cost of more than 400 million dollars; however, it may be beneficial to other PMCDP participants or to DOE staff who interact with Congress, the media, or the general public.*

November 2-4, 2005	001031	0006	NNSA Service Center Energy Training Complex (ETC) 1401 Maxwell Street Albuquerque, NM Room TBA	
January 24-26, 2006		TBD	Richland Operations Office Room TBD	

# Emergency Operations Training Academy (EOTA)

**Exercise Design Lab - EXR 231** will be offered twice in FY 06. The first offering will be Feb. 14-17, 2006 in Albuquerque, NM. The second offering will be conducted in conjunction with the EMI-SIG conference in Las Vegas, NV on Thursday, May 4 through Saturday May 6, 2006. Both courses are currently available for registration on the EOTA website. Register early, as enrollment is limited.

**The prerequisite web-based course**, Exercise Design - EXR 131DW, will be online by mid-January.

## **Description:**

This course is an application of the DOE/NNSA exercise design and development process. The goal of the course is to enable DOE/NNSA sites or activities to have in place skilled Exercise Design and Development staff as part of their overall emergency management program. This course will integrate Exercise Builder 2005, a computer-based job aid, in a structured classroom/laboratory environment to accomplish the dual goals of teaching an effective approach to exercise design, and providing practical instruction on using Exercise Builder to design and develop an exercise package.

## **Audience:**

The target audiences for this course are DOE/NNSA emergency exercise program managers, their staff, support contractors and others who plan or participate in DOE/NNSA exercise design and development and may have limited to moderate DOE/NNSA exercise development experience. It is required that prospective students first complete the EXR-131DW "Fundamentals of Exercise Design" which introduces the concepts and practices of effective exercise development.

## **Learning Activities:**

### **Lesson One: "Introduction"**

1. Identify the basic components of the design and development process for preparing an exercise package
2. Identify how each drill and exercise package component is developed and used.

### **Lesson Two: "Exercise Builder"**

1. Identify steps in the process of loading Exercise Builder
2. Identify procedural steps for navigating within Exercise Builder
3. Identify procedural steps for importing and exporting files in Exercise Builder.

### **Lesson Three: "Energy Research Center"**

1. Based on an overview of the Energy Research Center (ERC), configure exercise builder to ERC.

### **Lesson Four: "Design Parameters"**

1. Identify the elements associated with the design parameters of an exercise package
2. Prepare the elements associated with the design parameters or an

exercise package in a practice exercise using Exercise Builder.

**Lesson Five: "Scenario Component"**

1. Identify the scenario elements of an exercise package
2. Prepare the elements associated with the scenario component of an exercise package, in a practice exercise using Exercise Builder software.

**Lesson Six: "Control Component"**

1. Identify the elements associated with the control component of an exercise package
2. Identify the control concepts used in the development of the controller materials
3. Prepare the elements associated with the control component of an exercise package in a practice exercise using Exercise Builder.

**Lesson Seven: "Evaluation Component"**

1. Identify the evaluation elements of an exercise package
2. Prepare the elements associated with the evaluation component of an exercise package, using Exercise Builder software.

**Lesson Eight: "Administration and Logistics Component"**

1. Identify the elements associated with the administration and logistics component of the exercise package.
2. Prepare the elements associated with the Administration and logistics component of an exercise package in a practice exercise using Exercise Builder.

**Lesson Nine: "Exercise Package"**

1. Finalize a practice exercise package with Exercise Builder software, using the information generated in the previous practice exercises.

**Prerequisites:** EXR 131DW Exercise Design web-based course

**Length:** 30 hours

**Cost:** This training is available at no cost to attendees. Organizations or attendees are responsible for costs associated with travel, lodging and per diem.

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